

CONFIDENTIAL

Executive for Administration and Management

17 October 1947

Deputy Assistant Director for Operations

Production of FDB Periodical Abstracts

1. With reference to our telephone conversation, there are attached hereto memoranda re: production of FDB periodical abstracts.

2. As agreed to by you, the priority on current periodical reproduction will be looked into.

Attachment: Bagnall memo, 13/10
Subject: Production of FDB
Periodical Abstracts

GEORGE G. CAREY
Deputy Assistant Director
Office of Operations

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memo, 16/10, same
subject.

GGC:rn

16 October 1947

MEMORANDUM TO THE DEPUTY ASSISTANT DIRECTOR, OO

**SUBJECT: Attached Memo from FDB on Production of FDB
Periodical Abstracts.**

1. Of the recommendations in the attached paper, we should not concur in (a)(amendment to functions of FDB) for the following reasons:

(a) ICAPS is redrafting all NIA and CIG directives, and has indicated that a new directive will be issued on documents exploitation. Minor alterations in current memoranda would be unacceptable at present.

(b) The backlog of documents must be worked on and processed, however much Mr. Bagnall may prefer periodicals. If high priority is given to periodical abstracts, FDB will continue to be a repository for unexploited captured documents for a matter of years. It is our primary responsibility to see that exploitation of the documents is adequately completed.

2. In verbal discussion with Mr. Bagnall, he has admitted that he assigns personnel to the various functions of his branch as he sees fit. Recommendation b is therefore unrealistic. The ICF has first priority at present, especially on typing and reproduction. Mr. Bagnall also stated that the main Periodical Abstracts bottleneck was the lack of clerical personnel in the Editorial Division.

3. Concur in recommendation c, and suggest that we request a high priority on reproduction from Administration and Management.

25X1A


Assistant Chief

Planning & Coordinating Staff
Office of Operations

Attachment